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Access To Resources for Visually Handicapped Students

Third Edition



**California Transcribers
and
Educators of the
Visually Handicapped**

**741 N. Vermont Avenue
Los Angeles, CA 90029**

1990

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AMERICAN FOUNDATION FOR THE BLIND
15 WEST 25TH STREET
NEW YORK, NY 10011

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ADDRESSES

Please note: The telephone numbers given with the following addresses are, when possible, the free 800 numbers. However, if the 800 number cannot be used because you are calling from the same area, by calling the operator you will be given the local number.

Access Unlimited/Speech Enterprises

Contact: Sherry Lowry
9039 Katy Freeway, Suite 414
Houston, TX 77024
713-461-0006

American Bible Society

1865 Broadway
New York, NY 10023
212-581-7400

American Brotherhood for the Blind

18440 Oxnard St.
Tarzana, CA 91356
818-343-2022

American Council of the Blind

1010 Vermont Avenue N.W. Suite 1100
Washington, DC 20005
1-800-424-8666

American Foundation for the Blind
15 West 16th St.
New York, NY 10011
1-800-232-5463
In California
Western Regional Office
760 Market St.
San Francisco, CA 94102
415-392-4845

American Printing House for the Blind
1839 Frankfort Ave.
PO Box 6085
Louisville, KY 40206
502-895-2405

American Thermoform Corporation
2311 Travers Ave.
City of Commerce, CA 90040
213-723-9021

APH

See American Printing House for the Blind

ARTS Computer Products, Inc.
145 Tremont St. Suite 407
Boston, MA 02111
617-482-8248

Baruch College Guide Dog Fund

Bernard M. Baruch College of the City University of
New York

155 East 24th St.

New York, NY 10010

212-725-3000

Big Times (Published by Farmland News)

104 Depot St.

PO Box 240

Archbold, OH 43502

419-445-9446

BIT (Boston Information and Technology Corporation)

MIT Branch

PO Box 70

Cambridge, MA 02139

1-800-248-0211

Books on Tape (rents cassettes)

PO Box 7900

Newport Beach, CA 92660

1-800-626-3333

Braille and Talking Book Library

See California State Library: Braille and Talking Book
Library

Braille Institute

721 North Vermont Ave.
Los Angeles, CA 90029-3594
213-663-1111

California Association for Blind Athletes (affiliate chapter of
the U.S. Association for Blind Athletes)

333905 Calle Acordarse
San Juan Capistrano, CA 92675
714-493-5576

California Council of the Blind

8915 Reseda Blvd.
Northridge, CA 91324
1-800-221-6359

California State Department of Rehabilitation

830 K St.
Sacramento, CA 95814
916-445-9040
In local phone directories in white pages under
California State, Rehabilitation Department

California State Library: Braille and Talking Book Library

600 Broadway
Sacramento, CA 95818
1-800-952-5666

Christian Education for the Blind

PO Box 6399

Fort Worth, TX 76115

817-923-0603

Christian Record Braille Foundation

4444 South 52nd St.

Lincoln, NB 68506

402-488-0981

Christian Science Publishing Society

1 Norway St.

Boston, MA 02115

617-262-2300

Church of Jesus Christ of Latter Day Saints:

Department for the Aid of the Sightless

50 East North Temple, #2445

Salt Lake City, UT 84115

801-531-2531

Classic Books on Tape Unabridged

Produced and recorded by Audio Book Contractors

PO Box 40115

Washington, DC 20016

(book prices range from around \$19 to \$30)

Clearinghouse Depository for Handicapped Students
PO Box 944272
Sacramento, CA 94244-2720
916-445-5103

Corcoran, Jane
400 Old La Honda Road
Woodside, CA 94062
415-851-2122

Data Display Systems
2240 Colby Ave.
Los Angeles, CA 90064
213-477-3960

Disabled Childrens Computer Group
Contact: Jacquelyn Brand
2095 Rose St., first floor
Berkeley, CA 94709
415-841-3224

Enabling Technologies
3102 South East Jay St.
Stuart, FL 34997
407-283-4817

Enchanted Hills Camp
See Lighthouse for the Blind

Fliptrack Learning Systems

999 Main

Glen Ellyn, IL 60137

Greater Detroit Society for the Blind: 4-Sights Network

16625 Grand River

Detroit, Michigan 48227

313-272-3900

Guide Dogs for the Blind

PO Box 1200 (zip for PO Box is 94915)

350 Los Ranchitos Road

San Rafael, CA 94903

415-479-4000

Satellite Facility:

1776 Old Topanga Canyon Road

Topanga, CA 90290

213-455-1690

Guide Dogs of the Desert

PO Box 1692

Springs, CA 92263

619-329-6257

Guild for the Blind

180 North Michigan Ave. Suite 1700

Chicago, IL 60601

312-236-8569

Hadley School for the Blind
700 Elm St.
Winnetka, IL 60093
1-800-232-4238
In California, contact
Winifred Downing
1587 Thirty-eight Ave.
San Francisco, CA 94122
415-664-4999

Hall. J.K. Hall Co.
70 Lincoln St.
Boston, MA 02111
617-423-3990

Harcourt Brace Jovanovich
1001 Polk St.
San Francisco, CA 94109
415-771-3600

Harper & Row, Inc.
Attention: Order Department
10 East 53rd St.
New York, NY 10022
212-593-7000

High Tech Center for the Disabled
1109 9th St.
Sacramento, CA 95814
916-322-4636

Howe Press of Perkins School for the Blind
175 North Beacon St.
Watertown, MA 02172
617-924-3434

Humanware, Inc.
6140 Horseshoe Bar Road, Suite P
Loomis, CA 95650
916-652-7253

Independent Living Aids, Inc.
27 East Mall
Plainview, NY 11803
516-752-8080

Industrial Home for the Blind
Braille Library (Braille and Large Type)
Rosemary Kennedy Center
2850 North Jerusalem Road
Wantagh, New York 11793
516-781-4044

Innovative Rehabilitation Technology, Inc.
2277 Old Middlefield Way
Mountain View, CA 94043
415-961-3161

International Blind Users Group

Contact: Otto Hiungs

PO Box 1352

Roseville, CA 95661-1352

916-782-5518

International Guiding Eyes, Inc.

13445 Glenoaks Blvd.

Sylmar, CA 91342

818-362-5834

ISIS Large Print Books

1671 East 16th St., Suite 226

Brooklyn, NY 11229

718-645-2396

JAC

See Joint Action Committee

J.K. Hall

See Hall, J.K.

Jewish Braille Institute of America

110 East 30th St.

New York, NY 10016

212-889-2525

Jewish Guild for the Blind

15 West 65th St.

New York, NY 10026

212-595-2000

Johanna Bureau for the Blind and Visually Handicapped
30 West Washington St.
Chicago, IL 60602
312-332-6076

Joint Action Committe
Contact: Rona Pogrund
4841 Mammoth Ave.
Sherman Oaks, CA 91423
818-783-7537

John Milton Society for the Blind
4567 Riverside Drive, Room 832
New York, NY 10115
212-870-3335

Kings Tape Library and Kings Union Catalog
202 West Grangeville Blvd.
Hanford, CA 93230
209-582-4843

Kurzweil Computer Products
185 Albany St.
Cambridge, MA 02139
1-800-343-0311

L S & S Group, Inc.
PO Box 673
Northbrook, IL 60065
1-800-468-4789

Layland, W.S.

415 Peach Grove Lane

Santa Barbara, CA 93105

805-687-5789

Library of Congress National Library Service for the Blind
and Physically Handicapped
1291 Taylor St., N.W.
Washington, DC 20542
1-800-424-8567

In Northern California the Regional Library is:
California State Library (see entry under California
State Library)

In Southern California:
Braille Institute (see entry under Braille Institute)

Sub-regional libraries are:
Fresno County Library: Blind and Handicapped
Service
770 North San Pablo Ave.
Fresno, CA 93727
209-488-3217

This sub-regional library has tapes only. Requests for
books in braille or large type must be addressed to the
California State Library.

San Francisco Library for the Blind and Print
Handicapped
3150 Sacramento St.
San Francisco, CA 94115
415-588-5035

Library Reproduction Services
(Microfilm Company of California)
1977 South Los Angeles St.
Los Angeles, CA 90011
213-749-2463

Lighthouse for the Blind and Visually Impaired
20 10th St.
San Francisco, CA 94103
415-431-1481

Lutheran Braille Workers, Inc.
PO Box 5000
Yucaipa, CA 92399
714-795-8977
Also
495 Ninth Ave.
San Francisco, CA 94118
415-221-7500

Lutheran Library for the Blind
1333 South Kirkwood Rd.
St. Louis, MO 63122
314-965-9000

Master Tape Library
(Clearinghouse Depository for Handicapped Students)
721 Capitol Mall
Sacramento, CA 95814
916-445-1290

Methodist Church, Board of Evangelism:

The Upper Room

1908 Grand Ave.

Nashville, TN 37203

615-340-7285

Milton, John

See John Milton Society for the Blind

NBA

See National Braille Association

NLS

See Library of Congress: National Library Services

National Association for the Visually Handicapped

3201 Balboa St.

San Francisco, CA 94121

415-221-8753

National Braille Association, Inc.

1290 University Avenue

Rochester, NY 14607

716-473-0900

National Braille Press

88 St. Stephens St.

Boston, MA 02115

617-266-6160

National Federation of the Blind

1800 Johnson St.

Baltimore, MD 21230

301-659-9314

National Federation of the Blind of California

5982 South Land Park Drive

Sacramento, CA 95822

1-800-345-2226

National Library Service

See Library of Congress: National Library Services

National Technology Center

See American Foundation for the Blind

New York Times

Large Type Weekly Department

PO Box 54206

Boulder, CO 80321

1-800-631-2500

Northern California Society to Prevent Blindness

4200 California St., Suite 101

PO Box 8042

San Francisco, CA 94118

415-387-0934

Nurion Industries

174 Lancaster Ave.

Frazer, PA 19355

215-640-2345

Orientation Center for the Blind

400 Adams St.

Albany, CA 94706-1197

415-527-0227

Pacific Bell Telephone Company

2850 Telegraph Ave., Room 101

Berkeley, CA 94705

1-800-772-3140

Pelco

300 West Pontiac Way

Clovis, CA 93612

1-800-537-1991

RFB

See Recording for the Blind, Inc.

Reader's Digest: Large Type Editions

PO Box 241

Mount Morris, IL 61043

815-734-6963

Recording for the Blind, Inc.

Requests from borrowers must be addressed to:

20 Roszel Road

Princeton, NJ 08540

1-800-221-4792

Requests for books to be recorded may be addressed to the above or to one of RFB's California units.

Los Angeles Unit

5022 Hollywood Blvd.

Los Angeles, CA 90027

213-664-5525

Palo Alto Unit

488 West Charleston Road

Palo Alto, CA 94306

415-493-3717

Pomona Valley Unit

700 East Harrison, Suite C

Pomona, CA 91767

714-624-4156

Santa Barbara Unit
3970 La Colina Road
Santa Barbara, CA 93110
805-687-6393

Reilly, Sue
3401 Clairemont Drive, Room 1
San Diego, CA 92117
619-274-5313 x245

Rose Associates, Inc.
205 Worcester Ct.
Falmouth, MA 02540
508-540-0800

Russell, Mr. Lindsay
100 Memorial Drive, #5-18-C
Cambridge, MA 02142
617-547-0819

Savage, Elinor
350 Andorra Way
Cathedral City, CA 92234
619-328-8003

Schechter, Norma
8432 Northport Drive
Huntington Beach, CA 92646
714-536-9666

Schriefer, Elizabeth
751 El Encino Ave.
Sacramento, CA 95864
916-486-9242

Schuman, Ethel
20629 Wells Drive
Woodland Hills, CA 91364
818-996-0513

Science Products
Box A
Southeastern, PA 19399
1-800-822-7400

Sensory Aids Foundation
399 Sherman Ave., Suite 12
Palo Alto, CA 94306
415-329-0430

Shasta Mountain Guides
1938 Hill Road
Mount Shasta, CA 96067
916-926-3117

Smith, Diann and Ken
1900 Orange Tree Lane
Mountain View, CA 94040
415-968-7595

Smith-Kettlewell Rehabilitation Engineering Center
2232 Webster St.
San Francisco, CA 94115
415-561-1665

TSI

See TeleSensory Systems, Inc./VTEK

Telesensory Systems, Inc./VTEK
455 North Bernardo Ave.
PO Box 7455
Mountain View, CA 94039-7455
1-800-227-8418

Theosophical Book Association for the Blind
Krotona 54
Ojai, CA 93023
805-646-2121

Thorndike Press: Large Print Reader's Guild
One Mile Road
PO Box 160
Thorndike, ME 04986-9990
207-948-2962

Ulverscroft Large Print Books
Attention: Helen Boyle
279 Boston St.
Guilford, CT 06437
203-453-2080

Upper Room

See Methodist Church: Board of Evangelism

Van Tuyl, Joyce

3520 28th Ave., West, #402

Seattle, WA 98199

206-282-8358

Visualtek

See Telesensory Systems, Inc./VTEK

VTEK

See Telesensory Systems, Inc./VTEK

Volunteer Transcribing Services

205 East Third Ave., Suite 201

San Mateo, CA 94402

415-344-8664

Volunteers of Soledad

PO Box 686

Soledad, CA 93960-0686

Volunteers of Vacaville

PO Box 670

Vacaville, CA 95688

Wickham, Marian

1027 Gilman Drive

Colma, CA 94015

415-755-2729

Woodside Terrace Kiwanis Club: Braille Project

850 Longview Road

Hillsborough, CA 94010

415-344-0803

Alexia Draper, Chairman

Xavier Society for the Blind

154 East 23rd St.

New York, NY 10010

212-473-7800

Zieke, Billie Anna

2115 West Judith Lane

Anaheim, CA 92804

714-776-6754

HOW TO USE ACCESS ...

The articles included in ***ACCESS*** are arranged in alphabetical order with no regard to subject matter, like articles in an encyclopedia. To find information the reader should go to the relevant article. Because there are several terms which might be used for the same item, cross-references are used freely.

The user will notice that addresses and phone numbers of publishers, manufacturers, agencies, etc., appear alphabetically at the beginning of this book. References in most articles give only the name of the publisher, manufacturer or agency. If a toll-free telephone number is available, it will be the one listed.

Browse through ***ACCESS*** to become familiar with its contents. Because the articles are arranged alphabetically and because of the cross-references, no index is included. Familiarity with the contents of ***ACCESS*** will enable you to make references quickly and directly.

FOREWORD

Access to Resources for Visually Handicapped Students is a publication of the California Transcribers and Educators of the Visually Handicapped (CTEVH) presented as a gift to graduating high school students in braille, large type, and tape. Copies are also available to special teachers of visually handicapped students enrolled in secondary schools for use with these students. The contents and format of this publication have been designed to help high school graduates locate information they may need in their post-school years.

This second edition contains much new information as well as updated addresses and telephone numbers.

Teachers are encouraged to supply students with copies of **ACCESS** in the medium best suited to the individual. No permission is required to duplicate any part of this book; the three ring binder format makes such duplication easy.

In seeking service through various agencies, students should define their needs clearly. Students must be resourceful as well as assertive, for often there is more than one way to satisfy a

need or give the answer to a problem. There is always a need for patience, and occasionally, a need for determination, though not aggressiveness. Remember that courtesy and politeness will always smooth one's path.

Copies of **ACCESS** may be obtained by contacting Sue Reilly, Editor, CTEVH Publications, 3401 Clairemont Drive, San Diego, CA 92117

ACCESS is the result of the labors of many members of CTEVH. Special thanks are due to Aikin Connor for editing the material, to Marian Wickham for her quick response to a plea for help, to Jacquie Walker for the braille transcription, and to Susan Reilly who provided the large type copy for this edition of **ACCESS**. Special thanks to Barbara Rubin for her initial work on **ACCESS** and the first and second updates.

Questions or corrections should be addressed to:

Martha Pamperin
922 Chestnut Lane
Davis, CA 95616
916-753-6246

BINDERS AND BINDINGS FOR BRAILLE PAPER AND PLASTIC SHEETS

Binders are available in assorted sizes and thicknesses and may be purchased from a number of sources. Order and price information will be supplied from these sources on request. Plastic comb bindings are also available.

American Printing House for the Blind

Yellow pages of your telephone directory

Almost every copying and duplicating shop listed in the yellow pages can supply your binding needs.

Both paper and Brailon can be ordered to your specifications if desired.

Brailon is available from the American Thermoform Corporation.

BOOKS

See Braille Books ..., Large Type Books ..., Recorded Books

BRAILLE LABELS

Braille and large print labels can be made from a wide variety of materials, most of which are available in any local stationery store or department. White or colored index cards can be stapled or taped to books, folders, notebooks, etc. or attached to cans and other food items with rubber bands. Blank, self adhesive labels are available in many sizes on rolls or sheets. The heavier grades of these will hold braille dots quite well. Large print users can write on them with felt pen. Braille users can roll the sheets into the braillewriter or use a slate and stylus to make braille labels quickly and easily. Plastic, self adhesive strips with peel-off backing, called Dymotape, come in rolls. Many colors are available as well as clear tape. The clear Dymotape is harder than colored tape to find, but it has the advantage that it can be placed over print without obscuring the print. An attachment can be purchased for the Perkins brailler which is designed to hold Dymotape securely under the writing head. Some slates, described below, are especially designed to hold Dymotape.

Several companies sell materials specifically designed for brailleing. Magnetic tape, about the same width as Dymotape, is designed for labeling anything that has a metal surface. It is particularly useful for labeling cans. It comes in rolls and can be braille embossed in the same way as Dymotape.

A clear plastic adhesive braille label sheet, 8-1/2" x 11-1/2", with a removable backing, is excellent for cutting-to-size labels for identifying books, volumes, documents, toys, utensils, cans, and other objects. Brailles can be purchased in packets of 12 sheets each or in larger lots. For current price and order information contact the American Thermoform Corporation.

Pocket slates with 28 cells, four lines high, are available with two slots through which labeling tape may be guided. Two models are available from APH:

Cat. #1-00150.	Anodized aluminum.	\$16.40
Cat. #1-00160.	Nickel alloy.	\$15.06

Braille Institute also carries a similar slate; 28 cells, four lines:

Cat. #30-1080	for \$13.50
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BRAILLE BOOKS: HOW TO ACQUIRE BOOKS ALREADY TRANSCRIBED

Many books have been brailled and are available to blind students either on loan (see Lending Libraries) or by purchase (contact source for price and order procedure). Catalogs are available from sources listed below, but California students also may get information about books in braille from:

**Clearinghouse Depository for Handicapped
Students**

CATALOGS OF TEXTBOOKS IN BRAILLE:

American Printing House for the Blind

*Central Catalog of Volunteer and Commercially
Produced Materials for the Visually Handicapped*

National Braille Association

Braille Book Bank

Library of Congress — NLS

Press Braille Adult

(The National Library Service of the Library of Congress has available many fiction and nonfiction titles often used as reference or supplementary materials in college courses. The NLS has two branch libraries in California: The California State Library, Braille and Talking Book

Department in northern California and the Braille Institute in southern California. There are two subregional libraries: the Fresno County Library Blind and Handicapped Services and the San Francisco Public Library for the Blind and Print Handicapped.)

CATALOGS OF GENERAL INTEREST BOOKS IN BRAILLE

American Printing House for the Blind

National Braille Association

Braille Book Bank

Library of Congress — NLS

Press Braille Adult

Braille Institute

Catalog of Hand Transcribed Materials (Catalog in braille)

CATALOGS OF MUSIC IN BRAILLE

National Braille Association

Braille Book Bank

Library of Congress — NLS

Music Services

American Printing House for the Blind

***CATALOGS OF RELIGIOUS BOOKS,
MATERIALS, AND PERIODICALS IN
BRAILLE***

American Bible Society

Catholic Guild for the Blind

Christian Education for the Blind, Inc.

Christian Record Braille Foundation

Christian Science Publishing Society

Church of Jesus Christ of Latter-Day Saints
Dept. for the Aid of the Sightless

Jewish Braille Institute of America, Inc.

Methodist Church, Board of Evangelism
The Upper Room

Theosophical Book Association for the Blind

Xavier Society for the Blind

BRAILLE BOOKS: HOW TO HAVE BOOKS TRANSCRIBED

If a thorough search of all sources has been made and the needed braille transcription has not been located, follow procedures given below.

1. Locate volunteer transcribing organizations in *A List of California Transcribers* available from the Clearinghouse Depository for Handicapped Students annually; or in *Volunteers Who Produce Books*, National Library Service (latest edition 1986); or in the *Directory of Agencies Serving the Visually Handicapped*, American Foundation for the Blind; or contact the Textbook Assignment Service of the National Braille Association.
2. Provide print copy (some groups may need two copies, if you are in a real hurry).
3. Discuss business arrangements, such as cost to you (normally, cost of materials only), time needed, arrangements for delivery (partial or complete), type of duplication (if any), etc.
4. When material arrives, let transcribers know and thank them for their help.

NOTE: You should allow as much time as possible for transcribers to complete the material before it is needed. Try to stay a semester ahead. If you can't, ask them to start the book at a point you will need in a few weeks and use a reader until then.

If no volunteer or volunteer group is available to braille a needed text, contact:

Rose Associates, Inc.

This company can furnish 500 to 1000 pages of braille text a week, but there is a charge, of course, for this service. They can handle very technical material, such as Japanese grammars or computer manuals.

BRAILLE INFORMATION AND HELP

For help in the interpretation of Braille rules, suggested changes, or help, contact the California Transcribers and Educators of the Visually Handicapped Specialists:

Computer Assisted Braille:

Diann & Ken Smith

Sue Reilly

Computer Notation:

Elinor Savage

Literary:

Norma L. Schecter

Elizabeth Schriefer

Mathematics:

Joyce Van Tuyl

Music:

Elinor Savage

Ethel Schuman

Tactile Illustration:

Jane Corcoran

Textbook Format and Foreign Language:

Billie Anna Zieke

Lavon Johnson

Outside of California or neighboring states, contact the National Braille Association Specialists.

BRAILLE PAPER

Paper used for brailleing notes, etc., with slate and stylus or braille writer is usually 70—80 weight. Braille books are ordinarily produced on 100 weight paper. While most paper suppliers will not know whether they carry braille paper, they will know what weight they have. Sometimes commercial suppliers will sell paper only in relatively large quantities. Another possible source for braille paper is a local agency serving the blind.

American Printing House for the Blind

Braille Institute

Lighthouse for the Blind

Howe Press of Perkins School for the Blind

Commercial Suppliers:

Zellerbach Paper Co. (minimum order, 50 lbs.)

See other regional distributors' addresses under "Paper Dealers" in the yellow pages.

Continuous-feed Braille Paper or Fanfold Computer Paper:

American Printing House for the Blind

Instructional Aids, Tools, and Supplies for the Visually Handicapped

Telesensory Systems, Inc/VTEK

American Thermoform Corporation

BRAILLE PERIODICALS

A large number of popular magazines and other periodicals are available in braille (as well as large type and recordings). All or virtually all of these are listed in *Magazines*, National Library Service, 1978.

Library of Congress — NLS

BRAILLE TECHNICAL TABLES

Inquiries regarding availability of any braille table should be accompanied by an original or clear photocopy of the complete table requested

Address inquiries to:

National Braille Association

Braille Technical Tables Bank

BRAILLE TRANSLATION SOFTWARE

See Reading Devices (Electronic) Print-to-Braille

BRAILLEWRITER REPAIR

Individuals (and agencies) must negotiate orders for repairs directly with sources. Braillewriters must be shipped directly to repair agencies for total cost estimates. Service and parts replacement costs vary.

Braillewriters may be shipped as Free Mail, but should be insured for full replacement value.

American Printing House for the Blind

(Federal Quota accounts, only)

Howe Press of Perkins School for the Blind

Mr. W. S. Layland

Volunteers of Soledad

Volunteers of Vacaville

Repair kits may be purchased from Howe Press, but the Instruction Manual is not available in braille.

BRaille WRITING DEVICES

See Paperless Braille Devices, Perkins and Other Braille Writers, Slate and Stylus.

BRAILON PLASTIC SHEETS

Brailon is a plastic sheet used for duplicating copies from paper braille masters by a vacuum-form process. It may be purchased in specified sizes. Catalogs containing current order information and prices may be obtained from sources on request.

American Printing House for the Blind

American Thermoform Corporation

CALCULATORS

Electronic calculators using voice output as well as visual readout, are marketed in the U.S.

Contact local agencies serving the visually handicapped.

Computers may also be used as calculators with appropriate adaption devices for visually impaired individuals.

For talking calculators:

American Foundation for the Blind

LS&S Group, Inc.

Telesensory Systems, Inc./VTEK

CANES

See Travel Aids

CASSETTE RECORDINGS

See Recorded Books ...

CASSETTE TAPES

Cassette tape is magnetic recording tape that is preloaded in a small, standard plastic box called a cassette. Although all cassettes are a standard size (except a special "mini-cassette" usually used for dictation), the amount of tape and the thickness of the tape may vary from 150 feet in length and one-half mil thick to 600 feet in length and one-quarter mil thick. The amount of tape per cassette determines the total playing time, at 1-7/8 inches per second (the standard speed). This is indicated by the words "C-60," meaning 60 minutes playing time (total, two tracks), "C-90," indicating 90 minutes, "C-120," signifying 120 minutes playing time, etc.

The number of tracks per cassette is determined by the recording and playback equipment, not the cassette. All cassettes have the same number of tracks, potentially, since tapes are all the same width. In using cassette tape for recorded books, only monaural, not stereo recording is used. Therefore, a two-track recording will have two separate and different tracks of recorded text.

For most personal use, shorter cassettes are desirable, so the user will not have large numbers of different items on one cassette, making it difficult to find any one of them. For books, however, longer cassettes may be preferred.

Cassette tapes are available in a wide range of prices, which usually reflect the quality of the cassette and the quality of the tape. Some cassettes are assembled with screws to hold the back and front together and some are sealed. The screw-type cassette allows the user to open the cassette to splice or straighten the tape, while the sealed cassette makes such repairs impossible.

Ordinarily, cassette tapes may be recorded many times, although there is, of course, some limit. Most recorders are designed so that the tape passes an "erase head" before it comes in contact with the "record head," making it unnecessary to erase the tape before re-recording. However, most duplicating machines do not have an erase head, so the cassette tape, if it has been previously used, must be erased before it is used for duplication. This may be done by running the cassette tape (all tracks) through the recorder in record mode, with microphone disconnected.

CATALOGS

Catalogs are a valuable means by which to learn what is available for the partially seeing and for the blind. Household appliances and helpful items to make everyday living easier, games adapted for people with low vision or no vision, health aids, low vision aids, and countless other items can be found in them. Even if available only in print, parents and friends will find them exciting, too. Except for one, the only cost is a stamp on your letter, requesting the latest catalog.

Recommended for their wide range of helpful articles are:

American Foundation for the Blind

***Instructional Aids, Tools, and Supplies
for the Visually Handicapped.***

***Products for People with Vision
Problems.***

(Available in Braille)

BIT High Tech Products for Independence.

**Independent Living Aids, Inc. *Can-Do;
Products for Your Active Independent
Life.***

**LS&S Group, Inc. *Specializing in Products
for the Visually Impaired***

Science Products Science Products
Resource Guide: Special Vision Aids,
Tools, Instruments & Materials

Especially recommended for parents and teachers:

Joint Action Committee ... Serving the
Visually Handicapped. *California Directory*
of Services and Products for the Visually
Impaired (\$10 plus \$1)

Northern California Society to Prevent
Blindness *Coping with Sight Loss in*
Northern California.

CLOSED CIRCUIT TV SYSTEMS

For persons with low vision, television technology has been adapted to provide a system that scans the printed page with a special television camera and transmits the image, enlarged up to forty or more times, to a television monitor. The user must move, or "track," the book on a floating platform under the fixed camera; nothing is automated.

Systems available have various characteristics, capabilities, and attachments: for example, either positive (black print on white) or negative (white print on black) image by user-activated switch; attachments to read and enlarge paper in typewriters.

LS&S Group

Pelco

TSI/VTEK Vantage; AdVantage

An evaluation of closed circuit television systems is available from the National Technology Center of the American Foundation for the Blind.

COMPRESSED SPEECH

Because speech rates are substantially slower than visual reading rates, aural readers must spend much more time with reading assignments than their sighted peers. In order to increase the speed of the recorded presentation, many playback units have a speed control built in.

Machines that are designed to play, or both record and play, talking books are usually equipped with a sliding control which allows the listener to hear the text at a faster than normal rate. Most simply cause the tape to run faster over the playback head. As the speed increases, the pitch rises. Some machines use speech compression to present a greater speed with no change in pitch. When speech is compressed, tiny segments of the recording are electronically removed at regular intervals. This compressed speech retains normal pitch, but will sound clipped at higher rates of compression. Some machines provide either normally speeded up or compressed speech. Understanding of fast speech rates requires practice. It is recommended that people, who wish to learn to cover a large amount of text in the shortest time possible, start by increasing the playback speed just a little and work up to faster speech rates as skill develops.

Early processes for compressing speech required re-recording a tape at a preselected rate of compression, usually 25%-50%. In recent years, electronic circuitry has

been developed which allows the reader to control the rate of presentation of any recording without producing voice distortion. Cassette players are available with such circuits built in, or an accessory module may be acquired from APH. The accessory will operate, however, only if the equipment to which it is attached is provided with a speed control device.

Research has indicated that compression actually increases with an increase in the speed of the aural presentation — up to a point. For most students, this point is about 300 words per minute, above which comprehension drops rapidly.

**American Printing House for the Blind
(Variable Speech Control Module)**

Innovative Rehabilitation Technologies, Inc.

Science Products

COMPUTER ACCESS TECHNOLOGY

Overview

The rapidly increasing use of computers in the home, school, office and other work places has made it possible for visually handicapped individuals to access information and manipulate data in ways and with a degree of independence never before possible. The reason is that information (data) which is present in the memory of a computer can be sent to or received from a wide variety of devices.

Imagine that the word, HELP, is stored in a computer memory. Inside the computer, HELP, exists as an electronic pattern. The patterns used to represent letters, numerals, etc. have become standardized so that information can be sent from computer to computer. Of course, while this electronic code is easily understood by computers, it is very difficult for people to read.

Peripheral devices are used to transform the computer code into a more convenient form: glowing letters on a monitor, ink letters on paper, braille dots, spoken words, etc. All such transformations require special equipment. The most common equipment is the computer monitor which transforms electronic code into fairly small letters on a screen, the ink printer which produces print on paper, and the modem which transforms electronic signals into

acoustic signals which can be sent over telephone lines. An increasingly wide variety of equipment is available which transforms electronic code into forms which make it convenient for visually impaired individuals to read. The electronic code can, in theory, be transformed into characters of almost any size on paper or on a monitor; be changed into spoken letters or words; or be represented as braille dots on paper or on a special grid on which points the size of braille dots pop up in the shapes of braille characters.

When the electronic code meaning HELP is sent to a peripheral device, only a copy is sent. The pattern representing the word, HELP, remains in the computer's memory. Another copy can be sent to a different peripheral device so that the word, HELP, can appear on a monitor and be spoken by a speech synthesizer at the same time. It could then be sent to an ink printer and later to a braille printer.

Just as information in a computer's memory can be sent out to a variety of devices, information can be put into a computer's memory in a variety of ways. The word, HELP, can be put into memory by typing letters on a computer keyboard. This is the most commonly used method both for sighted and for visually impaired people. Special equipment is available which transforms certain keys on the standard keyboard into six writing keys as on a braille writer. Separate braille or other adapted keyboards can be

attached to a computer to accommodate special needs. Optical scanners are becoming available which can scan a printed page and "read" the print material directly into memory. Speech input devices are being developed which transform spoken language into electronic code.

In theory, virtually any combination of input and output is possible: standard typewriter keyboard for entry—large print display, braille keyboard entry—voice display, typewriter keyboard entry—large print and voice display, etc. However, despite the fact that a relatively small number of electronic codes is understood by a very large number of computers, there is a gap between what is theoretically possible and what can actually be done with equipment now available.

Every transformation requires special equipment: circuit board, adapter, and/or disk, etc. This transformation equipment must be able to work with both the computer in which it is installed and with the device to which it must send data. Since types of computers and devices can operate quite differently, and can vary widely in power and flexibility, equipment that transforms data into large print, speech or braille tends to work with some computers and not with others. a variety of special access equipment is available for the Apple family of computers and for IBM and IBM compatible computers, but less is available for others. Despite the difficulty of connecting one device to another, a large and rapidly growing number of special access

computer systems is available and in use by visually impaired people.

The variety of devices and combinations of devices is so great that all equipment cannot be listed within the confines of this article. Instead, a general method for choosing a computer access system will be described. Then sources of information about special access computer devices will be presented.

Choosing a Computer System

There are many different kinds of computers and many different adaptive access devices. Which one is right for you? In order to answer this question, you will need detailed information about the available choices. It is very unlikely that your local computer store will have the information about adaptive equipment that you need. A computer class may help you gain some general knowledge about computers, but information about voice, large print and braille computer access will probably not be given. Also it will be hard for you to gain much knowledge about computers until you have equipment which gives you independent access to the material displayed on the computer monitor.

You should be able to get the information you need by contacting one or more of the organizations listed below.

However, before you consult the experts, you should have answers to the following questions in mind.

1. What reading medium are you the most comfortable with: braille, speech, or large print? Many people like a combination of media such as speech and large print.
2. How do you want to input information into the computer: typewriter-like keyboard, or braille keyboard? If you are not able to use either a regular typewriter or a braille keyboard, you may wish to investigate alternative keyboards, switches or voice input devices.
3. Do you need to gain access to a system already in operation? If so, obtain a complete description of the system. Get this information from someone who has knowledge about all the parts of the system and how they are put together.
4. What will you be using the computer for: writing (word processing), electronic filing, (data base management), financial management, programming, education, or recreation? Be as specific as you can.
5. Will you be sharing your computer system with normally sighted people?
6. How much money is available to pay for your system: under \$1000, \$1000-\$3000, over \$3000? As a general rule, voice synthesizers provide the least expensive

access. Most, though not all, large print access systems are more expensive. Braille access tends to be the most expensive of all. Do not become discouraged about the cost of computer access. Ask a rehabilitation counsellor and/or gather information about possible funding sources as you get information about the equipment you want.

7. Do you want your system to be expandable? For example, you may start your home system with a computer, a voice synthesizer, a monitor, one disk drive, and an ink printer. Later you may wish to add another disk drive and a braille printer.
8. Do you need a computer system at home which is compatible with the one you use at work?
9. Do you need to carry your computer around with you?

The answers to the above questions will describe the computer and access system for which you want to search. One of the organizations listed below should be able to help you locate specific equipment which will suit your individual requirements. It is also a good idea to try to find someone who is already using a system like the one you want. Talk to that person and, if possible, get a demonstration.

Access Unlimited/Speech Enterprises

Contact: Sherry Lowry

This non-profit organization markets a wide range of special access hard and software for visually impaired people, has a library of articles about special computer access in print and on disk, and offers over-the-phone consultation services. It distributes products made by many different companies.

American Foundation for the Blind

The National Technology Center

The National Technology Center evaluates existing special access hardware and software, develops new products, and maintains several large data bases. These data bases include a listing of computer access products, a listing of organizations and agencies, a user network, and a collection of hardware and software reviews.

AFB also publishes an annual report on technology.

Braille Institute

Contact: Mr. Francis Daniels

The Braille Institute has a demonstration and training center with computers and computer access devices for the visually impaired.

Disabled Childrens Computer Group

Contact: Jacquelyn Brand

DCCG is a demonstration and resource center serving children and adults with a variety of disabilities including visual impairment. A Visually Impaired Interest Group meets regularly.

Fliptrack Learning Systems

Fliptrack sells training programs on audio cassette. These training programs are not designed for visually impaired people and do not deal with special access equipment, but they do teach disk operating systems and many, complex applications programs — word processing programs, data base programs and spreadsheets.

High Tech Center for the Disabled

Contact: Carl Brown

The mandate of this state agency is to establish branch High Tech centers on college and university campuses throughout the state. High Tech centers offer training in the use of computers and related devices which are adapted for use by visually impaired people, and make this special equipment available for use by students. Write or call to obtain a list of colleges and universities in your area which have High Tech centers.

International Blind Users Group

Contact: Otto Haiungs

IBUG is a source of information about adaptive computer access devices and a user network which gives visually impaired computer users a way to get in touch with one another. Both the information about devices and the user network can be accessed in two different ways. The electronic bulletin board, called Compuhelp, can be reached by means of a telephone modem. Alternatively, subscribers to IBUG receive a computer disk in the mail periodically which contains updated Compuhelp and network information.

Lighthouse for the Blind and Visually Impaired

The Lighthouse offers information and consultation services to those seeking information about adaptive computer devices.

National Braille Press

The National Braille Press publishes Braille manuals on popular equipment as well as *The 2nd Beginners Guide to Personal Computers for the Blind and Visually Handicapped*.

National Library Service

Users of the Braille and Talking Book Library can receive the braille magazine, *Personal Computing*, which is distributed as part of the regular library service.

Recording for the Blind Inc.

RFB has recorded many books about computers and related subjects as well as popular computer manuals. These recordings are available free on loan to print handicapped people who register with the service.

Sensory Aids Foundation

Sensory Aids Foundation conducts hardware and software research. It provides information and consultation services to persons having specific computer access problems. The staff will conduct on-site computer access evaluations and make recommendations. It publishes a technical review six times a year called *Technology Update*.

4-Sights Network

Contact: Greater Detroit Society for the Blind

This data base contains information about computer access equipment. It is an expansion of the "Occupational Information Library." To access it, use a computer and telephone modem.

Optical Scanning Services

Print text can now be entered into a computer's memory by an optical scanner and then printed in any of a wide variety of print sizes and styles or in braille. Optical scanners have sensors which move over the print and programing which transforms the optically sensed shapes into machine readable text. Some optical scanners are "fed" single sheets of printed material either by hand or automatically. Others are set up so that a book can be placed on the scanning surfaces. Pages must be turned by hand. Both kinds of scanners "read" the print material into computer memory. Once in the computer memory, text can be saved on disk, displayed on a monitor, sent to a speech synthesizer, or to a large print printer. It can also be translated into grade II braille and sent to a braille printer. A modem can be used to send the text over the telephone lines to another computer.

Although the technology used by optical scanners has come a long way, its use by blind people is still limited. The cost of the equipment is high. Optical scanners cannot interpret pictures or read unusual, written symbols. Some can read more different styles of print than others, but none can read all type styles. Neither the program used by the optical scanner to convert print text into machine readable text nor the braille translation program is likely to be perfect although both are very good. It is best if a sighted scanner

operator monitors the procedure to be sure that the text remains error free.

Visually impaired people can take advantage of this advanced technology by utilizing optical scanning services. Customers send printed material to be scanned and returned in large print, in braille form or on disk. A fee for service is charged based on the number of words or pages in the document and on the medium desired. These transcribing services can produce many pages in a short time.

CORRESPONDENCE COURSES

A number of correspondence courses conducted in braille are available from:

Hadley School for the Blind

Courses for braille proofreaders are available from:

Library of Congress — NLS

COUNSELOR/ENABLER PROGRAMS

The Counselor/Enabler programs in colleges and universities coordinate the support services available to a student with special disabilities.

Services rendered by the Counselor/Enabler generally include the following:

1. Explaining the programs offered at the college.
2. Aiding the student in planning a course of study.
3. Helping the student with registration.
4. Making contact with instructors well in advance of the new semester; getting information from instructors regarding textbooks to be used and giving this information to the student; assisting student in arranging transcribing if the student desires.
5. Familiarizing the student with services provided by the college, such as a resource room and equipment, readers, note takers, health services, career placement, financial aids and scholarships, adaptive physical education program, and cultural events.

DAILY LIVING SKILLS FOR HOME AND CAREER

Individuals who need training in skills of daily living such as mobility, housekeeping, personal business management or prevocational skills can obtain training from one of the two live-in programs, the Living Skills Center for the Visually Handicapped and the Orientation Center for the Blind, or from their local agency serving visually impaired people. To obtain services from a local agency serving visually impaired, simply call the agency and ask for a description of services and procedures. Although individuals can find out about the Living Skills Center and the Orientation Center by calling them directly, enrollment in both of these programs is always arranged for and funded by the State Department of Rehabilitation. It is usually best to work with a rehabilitation counselor who will help to evaluate what services are needed and where they can be obtained.

The Skills Center is located in an apartment complex near stores and public transportation. Students learn to live independently by doing it with the guidance of the Skills Center staff. A full range of living skills training is offered on an individualized basis.

At the Orientation Center, students live in a dormitory, eat most meals at the dormitory cafeteria, and instruction is

given in a more classroom-like atmosphere. All classes are small and mobility training is given one-to-one.

Local agencies vary widely in the range of services offered and the cost to clients of these services. Some, including the Braille Institute, the San Francisco Lighthouse for the Blind, and the Sacramento Society for the Blind (also called the Visual Services Center), have stores at which adapted materials and equipment such as talking calculators, braille and talking clocks, sewing aids, braille paper, white canes, etc. can be examined and purchased. Services may include any combination of the following: low vision evaluation and prescription of low vision aids, instruction in cooking, housekeeping and/or sewing, orientation and mobility training, personal and vocational counseling, referral and case management, social and recreational activities.

local agencies serving the visually impaired

**Living Skills Center for the Visually
Handicapped**

Orientation Center for the Blind

DICTIONARIES AND REFERENCE BOOKS

Dictionaries and reference books in braille, large type, and recordings are rapidly increasing in number. To try to list all of them would be beyond the limits of this book. The titles given below are only a selection to give you an idea of the variety of reference materials available. *REFERENCE BOOKS IN SPECIAL MEDIA*, 1982, with *ADDENDUM*, 1987 and *READING MATERIALS IN LARGE TYPE*, 1987, should be consulted. These are obtained from NLS. The Library Reproduction Service keeps a very up-to-date list of the large print dictionaries and reference books it produces. Recording for the Blind does not sell books but its borrowed cassettes may be retained as long as needed. The National Braille Association charges for books according to the number of pages. The price for students is 10 cents per page; for colleges, universities or agencies the cost is thirty-five cents a page. The prices listed for the books of the National Braille Association in the lists below are students' prices. Any book whose source is listed as NLS may be borrowed on free loan from the Regional Libraries of the National Library Service of the Library of Congress. Because of their computerized systems, the catalog numbers of books from the American Printing House for the Blind, from NLS, and from the Recording for the Blind are given.

One word of caution: though the prices listed are the most recent, they may increase somewhat in the near future.

BRaille – ENGLISH DICTIONARIES

Pocket Dictionary. 1978. 8v. Cat # 5-99800

APH. \$184.48

Random House Dictionary, Concise Edition. 1980 12

VersaBraille cassettes.

National Association to Promote the Use of Braille.

\$96.00

Twenty Thousand Words: Spelled and Divided for Quick

Reference. 1977. Cat. # 6-46500

APH. \$77.30

Webster's New World Dictionary of the English Language.

1970. 72v. Cat. # 6-52270

APH. \$1,255.25

BRaille – FOREIGN DICTIONARIES

Collin's Russian Gem Dictionary. 1963. 32v.

National Braille Association. \$231.30

Common Usage Dictionary: French-English, English-French. 1956. 10v. Cat. # 5-25190

APH. \$52.21

Common Usage Dictionary: Japanese-English, English-Japanese. 1962. 22v.

National Braille Association. \$162.80

Concise Esperanto and English Dictionary: Esperanto-English, English-Esperanto. 1969. 12v. Cat. #BRA 15212

NLS

Concise Greek-English Dictionary for Students of the New Testament. 1971. 6v.

National Braille Association. \$49.40

Follett Vest Pocket Dictionary: French-English, English-French. 1962. 10 pamphlets. Cat. # 5-43830

APH. \$64.06

German Braille Contractions. 1v. Cat. # 5-4673

APH. \$2.50

Latin-English, English-Latin: The Handy Foreign Language Dictionary. 1962. 22 pamphlets. Cat. # 5-67970

APH \$99.43

Standard German Vocabulary; Illustrated with Typical
Phrases and Sentences. 1937. 4v. Cat. # 6-1741
APH. \$50.88

Standard List of Spanish Words and Idioms. 1941. 2 v.
Cat. # 6-17470
APH. \$25.44

World-Wide German Dictionary: German Dictionary:
German-English, English-German. 1961. 41v.
National Braille Association. \$309.40

BRAILLE – LITERARY REFERENCE BOOKS

Bartlett's Familiar Quotations. With a detailed index serving as a key to locating more than 22,500 quotations, sayings and excerpts from writings, this important reference tool, produced in 1987, is the first-ever mass-produced braille edition. 105v.

National Federation of the Blind. Soft-bound, \$230.00
Hard-bound, \$630.00 Also available in forty-three cooperating braille lending libraries throughout the U.S. where the book may be consulted.

NLS Cat. #BR 6400.

Glossary to the Works of William Shakespeare. 1907? 2v.

Cat. #BR 01118

NLS

A Hog on Ice and Other Curious Expressions. 1948. 2v.

Cat. #BRA 6934

NLS. Also in 5v. from the National Braille Association.
\$37.40

Oxford Companion to English Literature. No Date. 33v.

Cat. #BRA 13165.

NLS

Reader's Encyclopedia. 1965. 84v. Cat. #BRA 13382

NLS

BRAILLE – MEDICAL AND LAW REFERENCE BOOKS

Dorland's Medical Dictionary. 1965. 49v. Cat. # 5-32820
APH. \$854.27

Glossary of Legal Terms for Secretaries. 1961. 1v.
Cat. #BRA 00113
NLS

Medical Shorthand Dictionary. 1951. 2v. Cat. # 5-79920
APH. \$23.16, also NLS Cat. #BRA 08902

Surgical Word Book. 1981. 19v.
NBA. \$50.70

Robert's Rules of Order. 1970. 8v. Cat. # 6-06920
APH. \$101.75, also NLS Cat. #BR 01862

BRAILLE — MUSIC REFERENCE BOOKS

Dictionary of Braille Music Signs. 1979. 2v.
NLS, Music Section. Free to libraries and individuals
who are eligible for the NLS program

Harvard Brief Dictionary of Music. 1960. 6v. Cat. #5-52230
APH \$76.31. Also NLS 2 v. Cat. #BRA 09686

LARGE TYPE — ENGLISH DICTIONARIES

American Heritage Dictionary of the English Language.
1976. 5v.

Library Reproduction Service. \$210.

Follette Vest-Pocket Dictionary. 1977. 1v.

Library Reproduction Service. \$11.

Random House Dictionary, Classic Edition. 1983. 2v.

Library Reproduction Service. \$140.

Roget's Thesaurus of English Words and Phrases. 1962.
12v.

Cat. #4-22420 APH. \$57.46

Twenty Thousand Words. 1977. 1 v. Cat. #4-26190

APH. \$57.46

Webster's New World Dictionary of the American
Language. 1975. 4v.

Library Reproduction Service. \$183.

LARGE TYPE – FOREIGN LANGUAGE DICTIONARIES

Cassell's French—English, English—French Dictionary.

1981. 9v.

Library Reproduction Service. \$364.

Follett Vest-Pocket Dictionary: French-English, English-French. 1962. 2v.

Cat. # 4-06930 APH. \$49.06

Langenscheidt New Pocket German Dictionary. 1970. 3v.

Library Reproduction Service. \$164.00

New College Latin and English Dictionary. 1966.

3 pamphlets.

Cat. # 4-76250

APH. \$209.76

Random House Basic Dictionary: French-English, English-French. 1981. 1v.

Library Reproduction Service. \$63.00

University of Chicago Spanish Dictionary: Spanish-English, English-Spanish. 1972. 2v.

Library Reproduction Service. \$174.00

LARGE TYPE – LITERARY REFERENCE BOOKS

Bartlett's Familiar Quotations. 1968. 10v.

Library Reproduction Service. \$527.00

The Concise Columbia Encyclopedia in Large Print. 1984.

8v.

Columbia University Press. \$275.00

ISIS Large Print Thesaurus.

ISIS. \$34.75

Roget's Thesaurus of English Words and Phrases. 1962.

12v.

Cat. # 4-2242

APH. \$395.00

LARGE TYPE – MEDICAL DICTIONARIES

Bantam Medical Dictionary. 1981. 3v.

Library Reproduction Service. \$164.00

Dorland's Illustrated Medical Dictionary. 1981. 8v.

Library Reproduction Service. \$404.00

LARGE TYPE – MUSIC DICTIONARIES

Harvard Dictionary of Music. 1972. 7v.

Library Reproduction Service. \$337.00 also

NLS, Music Section Cat. # LPM 244

The New Encyclopedia of the Opera. 1971. 8v.

NLS, Music Section Cat. # LPM 293

RECORDED – ENGLISH DICTIONARIES

Concise Heritage Dictionary. 1976. 56 cassettes.

Cat. # 1080. Voice-indexed.

APH. \$86.67 Also NLS Cat. # RC 19079

RECORDED – FOREIGN DICTIONARIES

Cassell's Beyond the Dictionary in German. 1968.

5 cassettes. Cat. # TK 023

Recording for the Blind.

Larousse French-English, English-French Dictionary.

1955. 14 cassettes. Cat. # TC 725

Recording for the Blind.

Lexical Aids for Students of New Testament Greek. 1969.

3 cassettes. Cat. # AC 843

Recording for the Blind.

Standard List of Spanish Words and Idioms. 1941.

5 cassettes. Cat. # TE 197

Recording for the Blind.

RECORDED – MEDICAL AND LAW REFERENCE BOOKS

Basic Medical Technology. 1975. 3 cassettes.

Cat. # AX 476.

Recording for the Blind.

Legal Secretary's Complete Handbook. 1970. 9 cassettes.

Cat. # BB 494.

Recording for the Blind.

RECORDED – MUSIC DICTIONARIES

Harvard Brief Dictionary of Music. 1960. 6 cassettes.

Cat. # TG 204

Recording for the Blind.

New Dictionary of Music. 1970. 7 cassettes.

Cat. # TV 505

Recording for the Blind.

Opera Themes and Plots. 1958. 9 cassettes.

Cat. # TG 075

Recording for the Blind. Also, NLS Cat. # CB 298

DOG GUIDES

Dog Guides for blind persons are available, typically at no cost, in several states. Usually, agencies providing such guides train both dogs and blind persons.

California

Guide Dogs for the Blind, Inc.

Guide Dogs of the Desert

International Guiding Eyes, Inc.

These facilities train and supply dog guides to blind persons at no cost. Guide Dogs of the Desert has specialized instruction for the multi-handicapped.

California's Department of Social Services provides a Guide Dog Special Allowance Program, giving a \$30 per month cash grant to legally blind recipients of the State Supplemental Program (SSP) and/or In-Home Supportive Services (Homemaker/Chore) for the purchase of food for their bona fide guide dogs.

For states other than California, apply to the nearest Department of Rehabilitation or your local Better Business Bureau.

A unique and helpful book for anyone wishing to obtain a guide dog is *A Guide to Guide Dog Schools* by Eames, Gardiner and Gingold, published by the Baruch College

Guide Dog Book Fund, Bernard M. Baruch College of the City University of New York. Besides discussing how a guide dog can help a blind person, as well as its impact on one's family and the rest of the world, the book enumerates and describes all of the guide dog schools available. Included are the three schools listed above. A print copy costs \$5, a cassette copy costs \$3.

ELECTRONIC BRAILLE

See Paperless Braille Devices.

ELECTRONIC VISUAL AIDS

See Closed Circuit TV Systems.

ENLARGED DRAWINGS

Although no publisher provides a catalog of enlarged drawings, some maps are available from those who publish large type books. Especially, see:

American Printing House for the Blind

Students who need specific drawings, such as a campus map, graphs from a book, etc., may identify volunteer transcribing groups who have members with the necessary skills. The procedure for arranging such a transcription is described in *Large Type Books: How to Have Books Transcribed*.

Almost any local copying center, usually found in phone books under Copying and Duplicating Service or similar heading, can enlarge printed materials at low cost.

EYE SPECIALISTS

Low Vision Specialist

An optometrist whose specializes in the evaluation of low vision and the prescription of low vision aids. (See Low Vision Aids and Low Vision Clinics).

Ophthalmologist (from the Greek) or Oculist (from the Latin)

A Doctor of Medicine (M.D.) or Doctor of Osteopathy (D.O.). Has first completed a full course of medical studies, served an internship in general medicine and surgery in an approved hospital, and then has taken special training in ophthalmology. Diagnoses and treats all disorders of the eyes and does eye surgery, refracts (measures the focus of the eyes), and prescribes glasses, if needed.

Optician

A trained and skilled technician, who, on authorization of the physician, or optometrist, takes the necessary facial measurements to make glasses or other appliances to adapt them to the patient.

Optometrist

Measures the focus of the eyes for glasses. May supply the lenses, though is not qualified to treat

ocular diseases, or do eye surgery. The word optometry comes from two Greek words — "opto" meaning "eye", and "meter" meaning "measure". The optometrist's professional degree is Doctor of Optometry (O.D.).

FINANCIAL AID

If you need financial aid for meeting direct expenses of daily living, the costs of mobility training, of rehabilitation, the costs of medical evaluation or of special aids that may be helpful to you in your career or homemaking, you may be eligible for one of two programs operated by the Social Security Administration. One program is based on contributions to the Social Security System and not on financial need. The other is based on need. This program is called Supplemental Security Income (SSI).

Applications must be made in person. You will find the phone number for the Social Security Administration office nearest you in the white pages of the telephone book under "Social Security Administration." Don't forget that anyone who is legally blind can receive free 411 information as well as large-number overlays for telephones. Also, a letter from your doctor verifying that you are legally blind can qualify you for a 50 percent reduction in monthly service rates for touch tone dialing and speed calling. For these services, call or write:

Pacific Bell Telephone Company

For long distance calls, the Reference Room of your Public Library is very useful in looking up numbers.

HANDWRITING AIDS

Various aids to help blind students to develop handwriting skills are available. Such devices include indented letter boards which the student uses to practice the movements used in the formation of individual letters. Other aids enable blind persons to write and sign checks or other forms. The catalogs listed below contain references and descriptions of many such articles.

Products for People with Vision Problems

American Foundation for the Blind

Catalog of Educational and Other Aids

American Printing House for the Blind

Can-Do Products

Independent Living Aids, Inc.

INCOME TAX BENEFIT

When you find that you are in a position where it is necessary for you to file and pay an income tax, remember that you are eligible for a deduction in addition to any other deductions you may have. You will need a statement from your eye doctor confirming that you are legally blind and must attach it to your tax return. The amount of the reduction may change yearly, but the Internal Revenue Service can advise you of the amount.

KURZWEIL READING MACHINE

See Reading Devices (Electronic).

LARGE PRINT BOOKS

See Large Type Books

LARGE TYPE BOOKS: HOW TO ACQUIRE BOOKS ALREADY TRANSCRIBED

Many books have been printed in large type and are available to students either on loan (see Lending Libraries) or by purchase (contact source for price and order procedure). Catalogs are available from sources listed below, but California students also may get information about books in large type from:

Clearinghouse Depository for Handicapped Students

Textbooks

American Printing House for the Blind

Harcourt Brace Jovanovich

Library Reproduction Service

Microfilm Company of California

Stanwix House, Inc.

Volunteer Transcribing Services

Non-Textbooks

G.K. Hall Co.

Harcourt Brace Jovanovich

Harper & Row, Inc.

ISIS Large Print Books

Library Reproduction Service

Microfilm Company of California

**National Association for Visually
Handicapped**

Stanwix House, Inc.

Thorndike Press

Large Print Reader's Guild

Ulverscroft Large Print Books

Volunteer Transcribing Services

Also, almost any library, including most branch libraries, now maintains a collection of large print books for recreational reading.

The Doubleday Large Print Home Library is a book club, the only large print book club in America. For information about membership write to Doubleday Large Print Home Library, Dept. CS 041, Garden City, NY 11535

LARGE TYPE BOOKS: HOW TO HAVE BOOKS TRANSCRIBED

If a thorough search of all sources has been made and the needed large type transcription has not been located, follow procedures given below.

1. Locate volunteer transcribing organization in *A List of California Transcribers*, Clearinghouse Depository for Handicapped Students or in *Volunteers Who Produce Books*, National Library Service, Library of Congress, Washington, D.C.; or in *Directory of Agencies Serving the Visually Handicapped*, American Foundation for the Blind.
2. Provide print copy (some groups may need two copies, if you are in a real hurry).
3. Discuss business arrangements, such as cost to you (normally, cost of materials, only), time needed, arrangements for delivery (partial or complete), type of duplication (if any), etc.
4. When the material arrives, let transcribers know and thank them for their help.

NOTE: You should allow as much time as possible for transcribers to complete the material before it is needed. Try to stay a semester ahead. If you can't, ask them to start the book at a point you will need in a few weeks and use a reader until then.

LARGE TYPE FORMAT INFORMATION

For information relating to type size, weight, spacing, etc., and large type format standards, contact:

Marian Wickham
CTEVH Large Type Specialist

A publication containing information about large type transcription is:

***NBA Manual for Large Type Transcribing,
1977***

National Braille Association, Inc.,

Available from National Library Service.

LARGE TYPE PERIODICALS

All the large type periodicals will be found in Reading Materials in Large Type, a brochure available from NLS, the latest of which was issued in July, 1987. This may be obtained from NLS free of charge or can be consulted at your regional NLS library. It is highly recommended that you send for this brochure since it contains not only a list of magazines, but lists of cookbooks, crossword puzzles, Catholic, Protestant and Jewish hymnals and prayer books, Bibles, and much more.

Most of the periodicals are issued by religious organizations, but listed below are a few of more general interest.

Big Times

Published by Big Times.

A monthly magazine on home, farm and garden management. \$15 a year.

The Musical Mainstream

California State Library, Braille and Talking Book Library.

Selected articles from musical magazines. Free to eligible borrowers. Also available from the Braille Institute Library.

New York Times Large Type Weekly

New York Times

Excerpts from Sunday edition. \$25 for 26 weeks. \$48 a year.

Reader's Digest — Selections

Reader's Digest Association

\$8.95 for the monthly general interest magazine of *Reader's Digest*.

\$10.95 a year for the large print condensed books which are issued five times a year.

Smith-Kettlewell Technical File

Smith-Kettlewell Institute for the Visual Sciences.

A quarterly magazine on do-it-yourself projects and devices for visually impaired electronic technicians, professionals, students and hobbyists. \$15 a year.

LENDING LIBRARIES

The list of libraries below lend braille, recordings, and/or large type books, periodicals, etc. Most of these libraries publish periodic catalogs or supplements, usually free of charge. Information about catalogs, terms of loan, eligibility, etc., may be obtained directly from each library.

American Brotherhood for the Blind

Christian Record Braille Foundation

Industrial Home for the Blind Braille Library

Jewish Braille Institute of America, Inc.

Jewish Guild for the Blind

Johanna Bureau for the Blind and Visually Handicapped

Kings Tape Library for the Blind (recordings only)

Library of Congress — NLS

(Northern California)

Books for the Blind and Physically Handicapped

California State Library

(Southern California)
Braille Institute Library
Braille Institute

Recording for the Blind, Inc.

Theosophical Book Association for the Blind

Volunteers of Vacaville (recordings only)

Woodside Terrace Kiwanis Club Braille Project

Alexia Draper, Chairperson

Xavier Society for the Blind

Public Library Service

Most public libraries have large type books and recordings for loan. Titles may be requested from branch librarians.

LOW VISION AIDS

Low vision aids are devices (such as magnifying glasses and monoculars) that allow people with low vision to read inkprint materials, or, with a monocular, to read street signs or watch sporting events. Other aids for recreation are large print playing cards and large print games.

Collections of low vision aids permit a potential user to make comparative evaluations. Such collections are available from the Clearinghouse Depository at the request of teachers. These contain a wide selection of both optical and nonoptical low vision aids. Included in the kits are brochures on these neglected educational tools, lists giving sources of each item included, addresses, a short bibliography of helpful books, and a collection of catalogs from the most useful suppliers. In **ACCESS**, see the first, third, fourth and fifth titles under CATALOGS. The National Association for Visually Handicapped also has a free catalog (separate from its catalog of books) listing the aids it has for sale.

Many stationery stores and optical houses have a variety of useful magnifiers and other items. Some even carry magnifier lamps. Explore such sources.

Remember that a low vision optical aid need not be extremely expensive. Choose the one or ones most useful to you.

LOW VISION CLINICS

Low vision aids assessment and counseling services are available to individuals by special appointment from a number of clinics in California, as well as throughout the country. Information about assessment services, cost of low vision aids, and assessment fees may be obtained directly from clinics.

Your own ophthalmologist may have trained personnel associated with his office offering such services. If he does not, and does not know where you may find such help in your area, phone the American Foundation for the Blind on its 800 number and ask where the low vision clinic nearest you is located. All low vision clinics are listed in their *Directory of Agencies Serving the Visually Handicapped in the United States*.

MUSIC STAFF PAPER FOR BOLD NOTES, LARGE TYPE

Music staff paper for large notes may be purchased from the American Printing House for the Blind. This paper of ivory antique finish is printed with heavy black ink and contains four staves. The catalog number for this item when ordered from APH is:

Cat. #1-04760 and the cost \$7.81 for 200 sheets.

Also at copying centers in your area, the machines can enlarge and even re-enlarge ordinary music staff paper.

NATIONAL TECHNOLOGY CENTER

The National Technology Center is part of the American Foundation for the Blind. The Center reviews and evaluates devices of use to visually impaired and blind people.

Information is available about the many products in the field of high technology.

A few of the available resources are: an evaluation of synthetic speech software programs; a look at braille printers; a review of portable computers with speech; companies providing CCTV electronic magnification read/write systems; a general list of the types of assistive devices available for blind and visually impaired persons to enhance independent living, employment, mobility and education; and more.

A reference list of periodicals with computer-related access articles is also available.

OPTACON

See Reading Devices (Electronic).

PAPERLESS BRAILLE DEVICES

A complete paperless braille book can be carried in a pocket and read with the aid of a paperless braille reading/writing device which is about the size of a briefcase. Paperless braille reading/writing devices use computer technology to store and retrieve braille text. The braille characters are displayed in a "reading window" in which small metal pins pop up in the shapes of the braille characters. Typically the window will be 20 characters long, but both smaller and larger windows are used by some devices. The user reads the text in the window and then touches a button to get the next block of text. Braille writing keys are located near the reading window so that the device can be used for writing as well as reading.

Older paperless braille devices stored the braille text on ordinary cassette tape. Most newer ones use computer disks for storage. These reading devices also have internal memory. They transfer (load or retrieve) large blocks of text from the disk or cassette into their memory. The text in memory can then both be read and edited. An increasing number of books is becoming available which can be read by paperless braille devices. Also, paperless braille devices are used for writing, editing and note taking. They can be connected to other computers and to braille or ink printers.

Advantages of paperless braille technology include: small size and portability of the systems, the ability of the devices to search for and retrieve specified words or phrases at high speed, ease of writing and editing new or existing braille text, ability to connect to other computers and printers.

Disadvantages include: high cost and technical complexity. A period of training is necessary before the paperless reading device becomes easy and natural.

Currently, the following companies manufacture and/or market paperless braille devices in the U.S.:

Enabling Technologies (Digicassette)

Rose Associates, Inc.

This company has a prototype paperless braille machine, the Rose Reader. It is not yet available, but when in production, it will have several lines (instead of only one) for many more characters than paperless braille machines now have.

Telesensory Systems, Inc./VTEK (VersaBraille)

PERIODICALS

See Braille Periodicals, Large Type Periodicals, Recorded Periodicals.

PERKINS AND OTHER BRAILLEWRITERS

The Perkins brailler is a precision-made, durable, all purpose braille writer. The overall size is 15 1/2" x 9" x 5 3/4", weighing 10 lbs. Its outer case is of gray enamelized aluminum. The keys, knobs, and carriage are made of durable gray plastic. The carriage will accommodate a maximum size page of 11-1/2" wide x 14" long. The writer is equipped with a leatherette dust cover with a slot opening for the handle for portability. The Perkins writer may be purchased only from:

Howe Press of Perkins School for the Blind

Foreign braille writers are available from Japan and Europe. For information about these, see: *Products for People with Vision Problems*, published by the American Foundation for the Blind.

RAISED LINE DRAWING TOOLS

Several kits are available that make it possible to draw or write and feel lines on the top surface of a polyester film as lines are made. Usually, such kits consist of a rubber-covered drawing board with hold-down clips, a ballpoint pen filled with colorless lubricant, and a package of polyester film sheets which serve as "paper."

These kits may also be used to make an aluminum master for Brailon duplication.

American Foundation for the Blind

Howe Press of Perkins School for the Blind

American Printing House for the Blind

RAISED LINE DRAWINGS

Although no publisher provides a catalog of raised line drawings, some maps are available from:

American Printing House for the Blind

Students who need specific drawings, such as a campus map, graphs from a book, etc., may identify volunteer transcribing groups who have members with the necessary skills. The procedure for arranging such transcriptions is described in *Braille Books: How To Have Books Transcribed*.

READER SERVICES

When text and other study materials are not available in special media, a sighted person may read the materials aloud to the visually handicapped student or tape record them for the student's later use. The reader may be selected by the student or the education institution for his/her reading skills or ability to interpret the meaning of pictures, maps, charts, and other graphic materials in the text. The reader may be directed by the student in order to be most helpful, but the reader is not a tutor.

Volunteer Readers

All blind students use volunteer readers to some degree during class, reading blackboards, study sheets, tests, teacher-prepared materials, and classroom reference materials. Volunteers also frequently read during scheduled periods after class and for appointed study periods. They may also be needed to assist visually handicapped students in library research.

Students may draw volunteers from the class, with the help of the instructor, or independently, once they become acquainted with their fellow students. Volunteers may also be recruited from student organizations, such as scholarship organizations; from community volunteer organizations such as the University Women's Club, Delta Gamma and other fraternal organizations; service clubs;

and volunteer transcribing organizations. (For a list of volunteer transcribing groups in California, see *A List of California Transcribers*, Clearinghouse Depository for Handicapped Students.

Paid Readers

Readers who receive pay are generally more dependable than are volunteers. Agency funds are usually available to pay for some reader services: college and university funds (see Counselor/Enabler Programs), community service organizations, State Department of Rehabilitation, etc. The Department of Rehabilitation budgets funds to provide readers for its clients in vocational and professional training programs (see Rehabilitation Services), and also administers funds to employ readers for handicapped students in accredited colleges who are not clients of the Department. Local offices of the Department of Rehabilitation are listed in local telephone directories.

In some instances, of course, students may have the means to employ their own readers.

READING DEVICES (ELECTRONIC)

The need to provide immediate access to print materials without special transcription is being met to a degree by devices that combine computer processing with electro-optical and synthesized speech technologies. For all such reading systems, ordinary print (not manuscript or cursive writing) is the input medium. The print is scanned, converted to electronic impulses (called "digitized data"), and processed by a computer. The computer's output (also electronic) is sent to an output device which provides either a tactile or an aural display.

Tactile displays may be in the form of braille, "paperless braille" (see Paperless Braille Devices), or vibrating reeds (described below). Aural displays are in the form of synthesized speech, the quality of which will vary from machine to machine, but which, with minimum practice, becomes easily comprehensible. (See also, Talking Computer Terminals).

Three specific electronic reading devices are described below, but others may soon be available.

Optacon

The Optacon (OPTical-to-TActile CONverter) is a reading instrument that converts regular inkprint into a readable, vibrating tactile form. To read with the Optacon, the blind person moves a miniature camera across a line of

print with one hand. The index finger of the other hand is placed on the Optacon's tactile screen, which is approximately one inch long and one-half inch wide. As the camera is moved across a letter, the image is simultaneously reproduced on the tactile screen by means of vibrating reeds.

The Optacon is a portable, battery-powered unit weighing just four pounds and measuring 2" x 6" x 8". This compact unit consists of three basic parts: the camera module, the electronics package, and the tactile array.

The miniature camera, the size of a small pocketknife, contains two tiny lamps and 144 light-sensitive phototransistors (the retina). These phototransistors produce signals that are transformed into electronic impulses which activate vibratory reeds in an array to form readable, tactile facsimile of the original image. The camera lens is easily detached to permit attachment of accessory lenses for viewing pages in a typewriter, instrument displays, and computer video displays.

The electronics package utilizes sophisticated, solid state circuitry. Integrated circuits and miniaturized components allow for a compact size. Special controls provide for clarity of tactile images. Users of the Optacon must have a knowledge of print and type styles. Special training is essential for effective use of the Optacon.

The Optacon is available from:

Telesensory Systems, Inc./VTEK

Kurzweil Reading Machine

The Kurzweil Reading Machine converts printed materials, as found in books, magazines, periodicals, typewritten letters, and reports, in different typesizes and sizes, to synthetic, full word English speech which is readily understandable after a short period of familiarization. An electro-optical system automatically scans documents using a linear scanning array, camera, and axial mover.

Push-button controls allow the user to halt the scanner, back up to hear one or more lines over again, skip forward in the text, spell out particular words, and control the scanning of different page formats, e.g., continuous text and columns. Volume, speech rate, and voice pitch may also be controlled.

The processing unit contains all electronics required to perform character recognition, grapheme-to-phoneme conversion, and speech production functions.

The Kurzweil Reading Machine, like the Optacon, does require special training in order for the user to become proficient and independent in its use.

Kurzweil Computer Products

Print-to-Braille

An adaptation of the Kurzweil Reading Machine which outputs braille, uses an electro-optical scanner and converts the digitized data to braille via a computer program, which is output to a computer-driven paper embosser. Further information may be obtained from Kurzweil Computer Products.

Braille printers which emboss braille from anything printed on computer are available from:

American Thermoform Corporation

Enabling Technologies

(in California contact Nancy Siemion at 818-907-7601)

Telesensory Systems, Inc./VTEK

Humanware, Inc.

RECORDED BOOKS: HOW TO ACQUIRE BOOKS ALREADY RECORDED

Publishers seldom, if ever, issue a recorded version of a printed textbook. Usually, the visually handicapped student will need to acquire recorded materials from other sources. The most important of those sources are discussed below.

Textbooks on Tape

Virtually all recorded textbooks are available only on cassette tape.

Recording for the Blind, Inc.

The most important national resource for acquiring tape recorded textbooks is Recording for the Blind, Inc. (RFB), a nonprofit, nongovernment agency. Headquarters for RFB is in New York City, but all requests for books must be sent to Borrowers Service in Princeton, New Jersey. Requests can be phoned free on an 800 number from 8:30 to 4:30 Eastern Standard Time.

All books are recorded by volunteers who are carefully screened and trained to read textbooks. Many books are recorded by experts in the specific subject matter covered, and occasionally a book may be read by its author.

Although RFB records textbooks at all levels, most of its very large library are high school and college textbooks.

RFB now supplies only four track cassette duplicates to be played at 15/16 ips. All cassettes are available on loan for a period of up to one year.

According to the RFB catalog, "Anyone whose visual, physical, or perceptual handicap prevents him or her from reading normal printed material is eligible to become an RFB borrower. Services of RFB are provided exclusively on an individual borrower basis ... For applicants with learning disabilities, the application must define in detail the exact nature of the disability, how it prevents the applicant from reading normal printed material and be medically certified."

Recording for the Blind, Inc.

Requests for textbooks to be recorded may be transmitted to any one of the four studios located in California. They are the:

Los Angeles Unit

Palo Alto Unit

Pomona Unit

Santa Barbara Unit

Master Tape Library. In California, college students, as well as students in grades K through 12, may use the Master Tape Library and Tape Duplication Center of the Clearinghouse Depository for Handicapped Students. A catalog of books available for cost of materials may be obtained from:

Master Tape Library

Kings Union Catalog can locate the source of over 9,000 recorded titles available. Many of these cannot be found through NLS, APH, Master Tape Library or any other source. The Kings Union Catalog lists book under both title and author. This list is exceedingly useful as it is always expanding and kept up to date.

Fiction or Nonfiction (Non-Textbook)

The sources listed above provide only those books needed by students for classes, although some may be fiction or best-seller nonfiction. The NLS, however, provides most of the "leisure" reading material available in recorded form.

National Library Service. The National Library Service for the Blind and Physically Handicapped (NLS) of the Library of Congress was formerly known as the Division for the Blind and Physically Handicapped and is located in Washington, D.C.

Library of Congress— NLS

There are regional branch libraries of the NLS located in virtually every state with two branches in some states. Some branches serve more than one state. California has two branch libraries:

Braille Institute

California State Library: Books for the Blind and Physically Handicapped

There are also Sub-Regional branches in Fresno and San Francisco.

Eligibility for NLS may be certified by an ophthalmologist or optometrist or school personnel for blind or visually handicapped students; a learning disability must be verified as arising from a physical condition, such as a neurological impairment.

Volunteers of Vacaville. Many college textbooks have been recorded by a group of inmate volunteers at the California Medical Facility, in Vacaville. A current catalog of these titles may be obtained from:

Volunteers of Vacaville

Volunteers of Soledad

also record books.

See also Lending Libraries

RECORDED PERIODICALS

Most of the periodicals available in special media are recorded on disc or cassette tape. A comprehensive list of these may be found in *Magazines*, National Library Service, 1978.

Library of Congress — NLS

RECORDINGS: HOW TO HAVE BOOKS RECORDED

After a search of available sources has been made and the needed recording has not been located, you can arrange to have the book recorded. Contact one of the organizations listed below.

You will usually need to provide two print copies of the book to be recorded. One or both books will be returned to you when the recording is completed. Try negotiating with your local book store for a refund of the cost of the book or books when they are returned. It will be necessary to submit the books well before the recording will be needed.

Many college students have books recorded for them by their readers. Some Counselor/Enabler programs are set up to facilitate the recording of textbooks, or a transcribing group may be able to make the recording. If you wish to ask a transcribing group to record a book for you, use the following procedures.

1. Locate volunteer transcribing organization in *A List of California Transcribers*; Clearinghouse Depository for Handicapped Students; or *Volunteers Who Produce Books*, National Library of Congress; or in *Directory of Agencies Serving the Visually Handicapped*, American Foundation for the Blind.

2. Provide print copy (some groups may need two copies, if you are in a real hurry).
3. Discuss business arrangements, such as cost to you (normally cost of materials only), time needed, arrangements for delivery (partial or complete), type of duplication (if any), etc.
4. When material arrives, let transcribers know and thank them for their help.

NOTE: You should allow as much time as possible for transcribers to complete the material before it is needed. Try to stay a semester ahead. If you can't, ask them to start the book at a point you will need in a few weeks and use a reader until then.

**Clearinghouse Depository for Handicapped
Students**

Recordings for the Blind, Inc.

Volunteers of Soledad

Volunteers of Vacaville

RECREATIONAL ACTIVITIES AND SPORTS

Your local association for the blind and visually handicapped probably offers recreational activities. If you are not familiar with local organizations, look in the Yellow Pages of your telephone directory under Blind Institutions.

A few special opportunities to become involved with sports are listed below.

California Association for Blind Athletes
under the direction of Dr. Charles Buell, its president.

Enchanted Hills Camp

This camp in Napa, California, is conducted by the Lighthouse for the Blind in San Francisco. It offers baseball, horseback riding and other sports. The Lighthouse also publishes annually "Skiguide for Visually Impaired", listing ski opportunities in the United States.

Shasta Mountain Guides

This is a commercial organization, a member of the American Mountain Guides Association. For a fee and by special arrangement, the Shasta Mountain Guides will organize mountain climbing trips, river trips, wilderness and backpacking trips for the visually impaired and blind (as well as for people with other handicaps.)

The fees depend upon the length of the trip and include the services of guides, food, and all community gear. Participants bring only their own equipment.

REHABILITATION SERVICES

A major purpose of the California Department of Rehabilitation is to help handicapped individuals to develop their abilities so that they may pursue appropriate occupational or professional careers. The services of the agency, however, are designed to assist the student after high school graduation or leaving. Although the initial interview, doctors' examinations, and some vocational counseling may take place while the student is still in high school, services such as job training and job placement are not offered until the student is out of high school.

In response to individual needs, one or more of the following services are available to eligible students:

1. Vocational evaluation and counseling
2. Post-high school job training
3. College training
4. Job placement services
5. Medical diagnosis

6. Medical treatment
7. Transportation allowance
8. Tools and equipment required for training and placement
9. Supplemental allowance for expenses incurred by the rehabilitation program

Most of the above services are available without cost; however, a statement justifying financial assistance is required before medical treatment or supplemental allowances to meet expenses incurred by training may be provided. Potential clients may contact:

**California State Department of
Rehabilitation**

For address and phone number outside of Sacramento, consult the white pages of your local telephone directory under California State, Rehabilitation Department.

SCHOLARSHIPS

Scholarships are available for blind and visually handicapped college students, including entering freshmen, undergraduates, graduate students, and students in vocational programs. Applications for scholarships should be requested from the following organizations:

American Council of the Blind

This organization not only offers its own scholarships but also administers scholarships offered by others.

California Council of the Blind

National Federation of the Blind

When requesting the scholarship applications, be sure to mention your status as a student and your goals.

SLATE AND STYLUS

Slates and styluses are available in a variety of sizes from a number of sources. Sizes include pocket, postcard, and desk models with special features. Example: interpoint writing adjustors and slates with pins up or down to enable reading text without removing paper completely from frame. Catalogs with current order information may be obtained from these sources:

American Foundation for the Blind

American Printing House for the Blind

Braille Institute

Howe Press of Perkins School for the Blind

TALKING BOOKS AND TALKING BOOK MACHINES

(See also Recorded Books)

Talking books, available from National Library Service and American Printing House for the Blind, are recorded on special disks to be played at very slow speeds of 8, 16, and 33 revolutions per minute. Talking book players are made to take rough treatment without damage and, like cassette players, are available from National Library Service on long term loan to qualified individuals. They may also be

purchased from American Printing House. Many periodicals and nontextbooks are recorded on disks to be played on these machines.

Library of Congress — NLS

American Printing House for the Blind

TALKING CALCULATORS

See Calculators.

TAPE CASSETTES

See Cassette Tapes.

TAPE INDEXING SYSTEMS

One very troublesome problem the aural reader has is that of finding a specific page, chapter, or section of a recorded book. Since class assignments often contain directions to read, for example, "pages 13 through 24 of the textbook," the problem of finding a specific page on the tape or cassette is one frequently encountered by the student.

Two solutions to this problem are voice indexing and tone indexing.

Voice Indexing

There is a technique of recording which permits the recording of key words, such as chapter titles or page numbers, at fast-forward speed, so that those words are discernable only when the player is in the fast-forward mode. This technique is called "voice indexing". Voice indexing may be on the *same* track as the text, or on the *adjacent* track, but always is comprehensible only at fast-forward so that the reader may scan the tape quickly to find his/her place.

Tone Indexing

By far the most frequently used system of indexing tape recorded books is called "tone indexing." This system, like voice indexing, requires listening at fast-forward. A low frequency tone is recorded (at the time the book is being recorded) when each new page is begun. This tone is accompanied, at regular playback speed, by the announcement of the page number. Chapters are usually identified by two tones. The low frequency tone becomes a clear "beep" when played at fast-forward. To locate a specific page, then, the reader counts beeps from some known point until he/she reaches the desired number. For example, the reader puts the cassette player in fast-forward until a beep is heard. The machine is then stopped, the page number identified by listening in playback mode. Putting the machine back in fast-forward, the reader then counts beeps until the right number is reached. Tone indexing can be used in the rewind mode, as well.

NOTE: All recorded indexing systems require players that have been modified so that the tape remains in contact with the playback head at all times. Tape players (whether cassette or open reel) are designed with "tape lifters" which move the tape *away* from the playback head except in playback mode. These lifters must be removed or rendered inoperable for indexing systems to be used. To use a tape without having an index system is like trying to use a textbook without page numbers!

TAPE RECORDED BOOKS

See Recorded Books.

TAPE RECORDER AND PLAYBACK UNITS

By far the most commonly used recorded media are cassette tapes, usually referred to simply as "cassettes." Virtually all cassette recorders/players record and play two tracks at 1-7/8 inches per second (ips); however, some have been modified especially for playback of recorded textbooks. These machines will play four tracks at 15/16 ips, as well as the standard two tracks at 1-7/8 ips. This capability is very important, since it reduces the cost of tape recorded material by approximately 75%.

There are many major sources for modified cassette players

American Printing House for the Blind (APH)

Innovative Rehabilitation Technology, Inc.

**Library of Congress, National Library
Service for the Blind and Physically
Handicapped, (NLS).**

Science Products

Except for the NLS machines, the cassette players can be purchased directly from the vendor.

The machines record and play back two or four tracks at 1-7/8 or 15/16 ips. All models have a built-in speed control to allow the aural reader to speed up the tape so that less time is required to listen to the tape (*see also* Compressed Speech). All models have been adapted to permit "tone indexing."

The NLS cassette player is a playback-only unit; it will not record. It is available on long term loan to individuals who qualify, i.e., those who are blind or physically handicapped and unable to read inkprint books.

All NLS materials, as well as those from Recordings for the Blind, are on four tracks at 15/16 ips.

TESTS: HOW TO TAKE THEM

The very first thing to remember is that the taking of tests is your own responsibility. Your college or university may have an Enablers program or a Disabled Students Room or some other resource facility with people willing to help you, but the basic responsibility is yours.

At the beginning of a semester or even before the semester begins, your first and most important step is to meet with your professor. Tell him or her what your needs are and ask how you may best work together. Try to communicate fully so that later there will be a minimum of misunderstandings or problems. Though many professors have had blind students in their classes before and are aware of the difficulties you may encounter, there are many others who have never had any contact with a visually impaired student. Your explanation of the difficulties you foresee and your courteous manner will do much to establish a good relationship and mutual understanding between you and your professor.

Discuss the ways available and let him choose the way he would prefer you to take your tests. One way is to have a reader approved by the professor read the test to you in the professor's office or in the Disabled Student's Room. You may type your answers, numbering them according to the number of the question, or the reader may write them down as you dictate the answers. Another way is to have

the questions read to you and then answered by you on a tape cassette. You may even find an occasional teacher who tapes the test for you. If there is a Disabled Student's Room or some sort of study room available, ask the teacher to visit and talk to the person in charge about letting the test be taken there. Many professors are reluctant to allow their tests to leave their own care, but a visit to such a facility may reassure them. Don't assume teachers know the services available to you.

A graduate student related the way she had most enjoyed taking tests. The teacher made it possible for her to take the test in class at the same time as the other students which made her feel really a part of the class. This particular teacher used to tape the exam and bring the tape recorder along with an earphone to class. Though the student did not have even light perception, she was able to write her answers, using a clip board with papers on top held down by two rubber bands. The two rubber bands indicated the top and bottom of the space in which she wrote. At the end of each line, she put the top rubber band below what had been the bottom rubber band and so formed space for the next line. She had learned to write on a board similar to the one in a Freund Longhand Writing Kit, available from APH (Cat. # 1-0333, cost \$36.59).

Try to get all the cooperation available, but remember the responsibility is yours!

TRAVEL AIDS

Canes

Both rigid and folding canes for blind persons are provided by the American Foundation for the Blind and, sometimes, through a local society for the blind.

Laser Cane

Nurion, Inc.

Sturdy, impact-resistant cane, comprised of three optical triangulation systems, which, by means of pulses of infrared light, reflect frontal objects. Hazards straight ahead are signalled by audio tone and tactile buzzer in contact with the user's finger. Cane shaft emits high pitched beep for head-height obstacles, low pitched tone for drop-offs larger than six inches. Protection ranges: 30 inches from cane tip for overhead beam; 36 inches for far-range midbeam; and 36 inches from cane tip for detection of drop-offs. Operates on rechargeable six volt nickel-cadmium battery located in cane for six hours continuous usage. Availability contingent upon training by professional mobility instructors.

Nurion also produces the *Polaron*. This is a hand-held or chest-mounted mobility device using ultra-sonic waves, producing either sound or tactile contact. This is especially useful for blind wheelchair users or for the deaf-blind.

Nurion also offers *Step Forward*, another sensing device for blind wheelchair users.

Mowat Sonar System

Humanware, Inc.

Designed as a secondary aid for long cane or dog guide users. Small (12x5x2 cm), self-contained device that indicates objects within its range by vibrations. Distance from object is indicated by decreasing/increasing vibrations. Battery-operated, 40—50 working hours.

Pathsounder

Mr. Lindsey Russell

Small sonar set located on user's chest, supported by neck loop. Choice of audible or vibratory display. Device signals presence of objects in front of head and chest to specific range, (usually set at six feet).

Protects upper half of body, warns of pedestrians in path, gives no signal when path is clear. Can aid deaf-blind and wheelchair blind. Uses rechargeable battery, automatic cutoff battery charger included.

TRAVEL BENEFITS

For a small charge of \$6, the American Foundation for the Blind offers an identification card that is very useful. You can obtain it from their Western Regional office. Legally blind people can use it to obtain reduced fares on Amtrack and interstate bus lines.

Other identification, such as a doctor's letter or a statement on a doctor's prescription form are also accepted for lower fares.

Contact your local municipal transportation office to find out the benefits offered to legally blind persons in your area.

TYPEWRITERS WITH LARGE TYPE AND COMPUTER-GENERATED LARGE TYPE

The only typewriters with large type or primary print are those from

Data Display Systems

These are rebuilt IBM Model D typewriters with 6 letters to the inch. Two fonts are available: Bulletin is a giant primary type with both lower case and capital letters. Heavy Bold has capital letters only.

For large type generated by computer, contact:

Sue Reilly, CTEVH Specialist in Computer-Assisted Braille and Large Type

Typewriter Ribbons

The wettest, inkiest, darkest nylon ribbons should be ordered to produce the best possible type. For order information and prices, see the Yellow Pages of your local telephone directory for local distributors.

Kits to Re-Ink Computer Ribbons

For location of kits to re-ink computer ribbons, apply to

Marian Wickham,

CTEVH Large Type Specialist

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